

IG CHECKLIST
(DOIM P&O Div – Records Management)

Proponent/Phone No:	Information Management/2-3907		
Functional Area:	Plans & Operations Division		
Program/Activity Topic:	Records Management		
Date of Revision:	10 September 1999		
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA		
Unit Inspected:	Date Inspected:		
Inspector's Name:	Phone No:		
1. Reference. AR 25-400-2, 26 Feb 93, The Modern Army Recordkeeping System (MARKS).			
2. Discussion. This section provides basic information on recordkeeping.			
3. Questions.	YES	NO	
a. Are the following publications on hand?			
AR 25-400-2			
USAFACFS Cir 25-99-4			
b. Has an individual been appointed to manage the unit's Records Management Program?			
c. Does the RMO survey and appraise the unit's program within each staff, HQ, and subordinate office or unit at least once every year?			
d. Were personnel trained to use the Modern Army Recordkeeping System (MARKS)?			
e. Were personnel aware that MARKS contains the only legal authorities for destruction of nonpermanent Army Records?			
f. Were personnel aware of the criminal and civil sanctions which may be imposed for violating provisions of MARKS?			
g. Were unidentified files brought to the attention of the records management official for evaluation?			
h. Were individuals aware of differences between the way official Army records and personal papers are handled?			
i. Are Army Records (all classifications) paper or electronic copies maintained IAW AR 25-400-2?			
j. Are "For Official Use Only" records and those subject to the Privacy Act destroyed in such a way to preclude reconstruction?			
k. Were Army records filed under MARKS?			
l. Are files located as conveniently as practical in relation to personnel or office they service?			
m. Were file folders labeled IAW 25-400-2, para 6-2?			
n. Are guide cards used to divide files and to identify subdivisions?			
o. Are bulky materials being filed separately (cross reference will be used to show location of material out of regular files)?			
p. Are file binders labeled IAW AR 25-400-2, para 6-2 and Fig 6-4?			
q. Are file drawers labeled IAW AR 25-400-2, para 6-2 and Fig 6-4?			
r. Is a current list of file numbers available?			
s. Did the Installation Records Manager, DOIM, approve the list?			
t. Were electronic files created?			

	YES	NO
u. Are floppy diskettes labeled?		
v. Was documentation on file indicating files maintained on host computer or personnel computer hard drives instead of paper and how to retrieve such files?		
w. Are floppy diskettes labeled with correct retention period information?		
x. Did the office or unit terminate files, which specify "COFF" at year's end and create new files for the current year?		
y. Was file number 1g established to maintain SFs 135 as a record of files transferred to the Records Holding Area (RHA).		
z. How many years back were 135s maintained?		
(aa) Were all records scheduled for transfer being sent to the RHA?		
(ab) Were records assembled, fastened, and marked correctly with file numbers prior to filing?		
	YES	NO
(ac) Is file number 1jj being used to retain reference publications?		
(ad) Are Article 15s posted on Bulletin Boards? If so, are the names and SSNs removed prior to posting?		
(ae) Are blank forms approved by DOIM?		
4. REMARKS:		